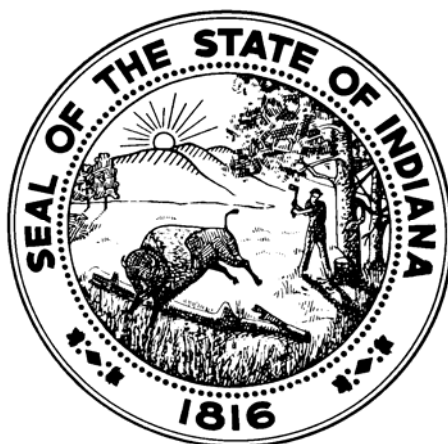


**STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769**

REVIEW REPORT
OF
COMMISSION ON PUBLIC RECORDS
STATE OF INDIANA
May 1, 2005 to March 31, 2007



FILED
07/16/2007

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AGENCY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Connie Hume (Interim) James R. Corridan	01-09-05 to 08-14-05 08-15-05 to 01-11-09



STATE OF INDIANA

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE COMMISSION ON PUBLIC RECORDS

We have reviewed the receipts, disbursements, and assets of the Commission on Public Records for the period of May 1, 2005 to March 31, 2007. The Commission on Public Records' management is responsible for the receipts, disbursements, and assets.

Our review was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. A review is substantially less in scope than an examination, the objective of which is the expression of an opinion on the receipts, disbursements, and assets. Accordingly, we do not express such an opinion.

Financial transactions of this office are included in the scope of our audits of the State of Indiana as reflected in the Indiana Comprehensive Annual Financial Reports.

Based on our review, nothing came to our attention that caused us to believe that the receipts, disbursements, and assets of the Commission on Public Records are not in all material respects in conformity with the criteria set forth in the Accounting and Uniform Compliance Guidelines Manual for State Agencies, and applicable laws and regulations except as stated in the review comment.

STATE BOARD OF ACCOUNTS

May 25, 2007

COMMISSION ON PUBLIC RECORDS
REVIEW COMMENT
MARCH 31, 2007

FIXED ASSET INVENTORY

As stated in our three prior reports (most recently B25447), the fixed asset inventory of the Commission on Public Records is not complete. Annual physical inventories are not being performed, nor are asset listings up to date.

Each state agency is required to report to the Auditor of State all additions and retirements of assets with a cost of \$20,000 or more. Assets costing more than \$500 but less than \$20,000 must be maintained on an asset control system at the agency. For auditing purposes, agencies must also maintain a record of all additions and retirements to their asset control system. Once a year a physical inventory is to be taken and compared to the master listing and the agency's listing of assets from their asset control system. The physical inventory helps ensure the asset inventory is accurate and that assets have not left the agency without authorization. It also helps identify unused or obsolete assets. Evidence that a physical inventory was taken is to be maintained. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 10)

COMMISSION ON PUBLIC RECORDS
EXIT CONFERENCE

The contents of this report were discussed on June 26, 2007, with James R. Corridan, Director. The official response has been made a part of this report and may be found on page 6.



STATE OF INDIANA

MITCHELL E. DANIELS, JR., Governor

Jim Corridan, Director & State Archivist

INDIANA COMMISSION ON PUBLIC RECORDS

402 West Washington Street Room W472

Indianapolis Indiana 46204-2739

Telephone: (317) 232-3380

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July 2, 2007

Mr. Bruce A. Hartman, State Examiner
Indiana State Board of Accounts
302 West Washington Street, Room E418
Indianapolis, Indiana 46204

Re: Response to Audit of ICPR through March 31, 2007

Dear Mr. Hartman,

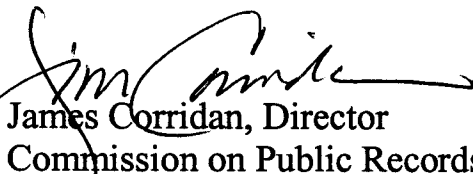
The Commission on Public Records agrees with your findings and would like to offer our corrective action plan.

FIXED ASSET INVENTORY

We will perform a physical inventory of all assets by September 30, 2007. Additionally, the Commission will begin using the PeopleSoft fixed asset system to track all of our assets. We envision having managers verify their assets from printouts generated from PeopleSoft that will satisfy the annual inventory requirement. Finally, we will update the inventory system by monitoring the purchase of assets through the eProcurement system.

If I may be of further assistance, please do not hesitate to contact me.

Sincerely,


James Corridan, Director
Commission on Public Records

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